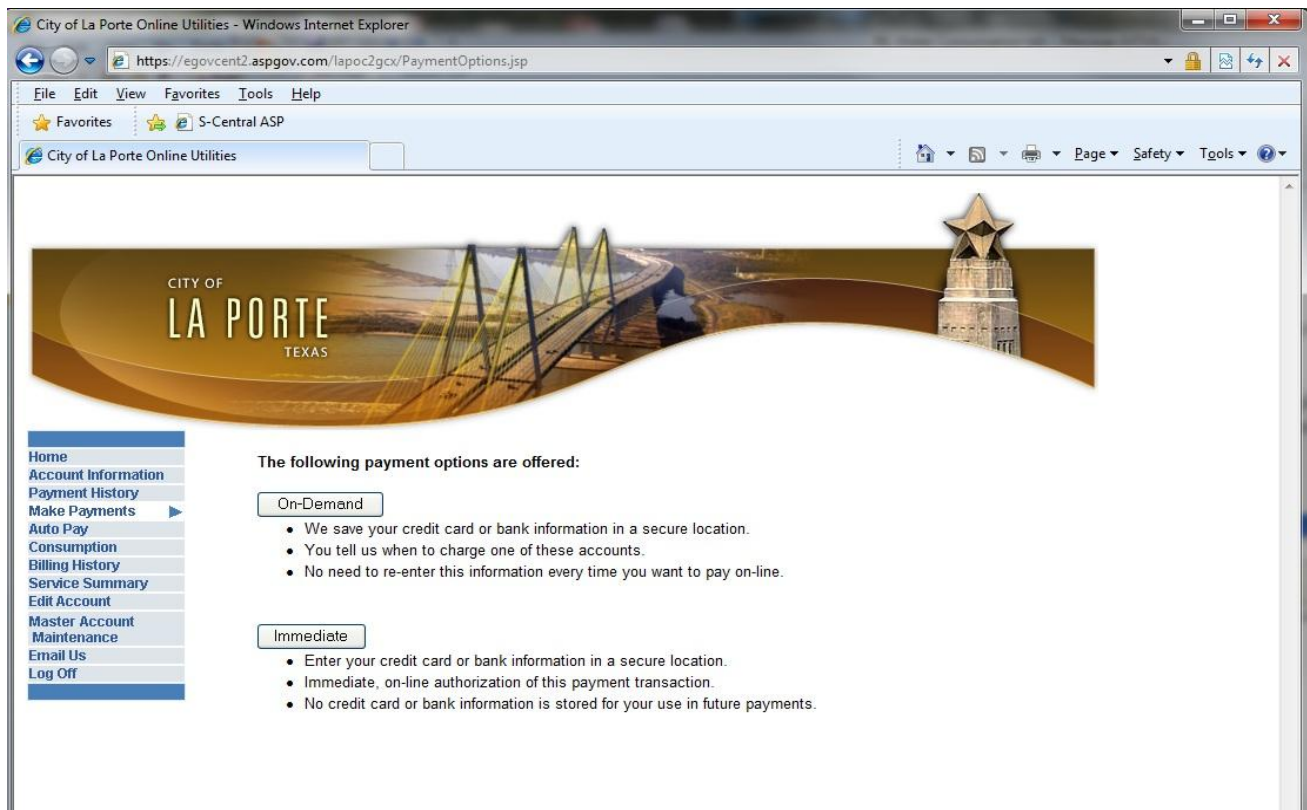# City of La Porte
Click 2 Gov On-Line Utility Bill Payment

1. After creating PIN and enabling your account, you may then log into Click2Gov, the screen should have your account information along with the amount due. To view the statement, click "Last Bill." If everything is accurate, click "Make Payments". This will give you two options for making payments.

    - **"On Demand"** option allows you to save your credit card or bank information for quicker bill payment

    - **"Immediate"** option prompts you to enter your credit card or bank information each time you make an online-payment.

2. If selecting the **"On Demand"** option, follow the instructions below. If you opt the **"Immediate"** payment option, you will skip steps 3, 4, and 5. You will follow instructions starting with step 6. You will also be required to enter your credit card information each time you want to make a payment.

3. Select a **"Notification Option"** then proceed to **"Select a Payment Type"**. Then click **"Add"**. Your account information will be displayed on the screen below when you come to this screen.

4. You can now select **"Pay Now"** to make a payment, **"Edit"** to change card information, **"Remove"** to remove card information, or **"Add"** to add additional cards.

5. **"Pay Now"**, will then take you to the screen to enter payment amount and continue with transaction.

6. Enter payment amount and click **"Continue".**

7. You then will come to a screen to review your charges. If the amount is correct, you will then click **"Pay Now"**.

8. You will then come to a **"Transaction Overview"** screen. On this screen you will see your account number, name of the person on the account, the address on the account, and payment amount. Under "Payment Method", you will see the credit card type, last 4 digits of the credit card, account holder's name, and billing address. There will be a message towards the bottom of the screen that reads, "After clicking the **'Complete Transaction'** button, please wait for the receipt page to appear. This may take a few minutes. If everything is correct, you will then click **"Complete Transaction"** only once to finalize the transaction and proceed to a printable receipt page.

9. When the **Receipt Page** appears, you will want to print the page and keep it for your payment records. Towards the top of the page there will be a message that states, **"Thank you for your payment. Please print this page for your records. Once you navigate away from this page, the data will be lost"**.

Remember, if using the **"On-Demand"** payment option, you will only need to enter the 3-digit code from the back of your credit card for future payments.